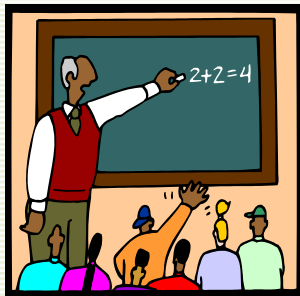*Quick Reference Guide:*

LEP

Tool Guide

This guide will explain the process for entering/updating LEP data.

Topics covered in this Quick Reference Guide include:

- *Entering a Home Primary Language*
- *Setting current LEP status*
- *Entering LEP assessments*
- *Working with the LEP setup tool*

LEP (Limited English Proficient) is one part of Program Participation data and is collected twice – once in the fall and once in the spring. Fall Program Participation, including LEP, is matched with student enrollments and is used to calculate student participation in state and federal programs.

Before beginning this process, there are a few considerations:

1. **Which students are eligible for LEP?**
   - The LEP tool is used to identify students with a current identification as Limited English Proficient (LEP) by a local school district. *page 2*
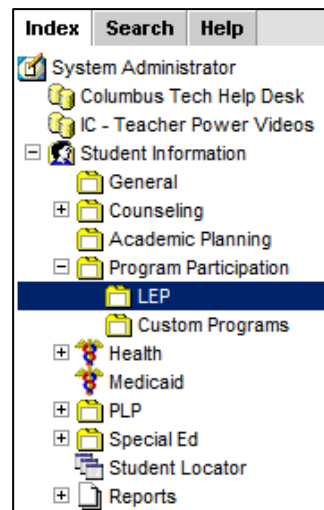2. **How do I exit a student from LEP once they have reached proficiency?**
   - Students who were receiving LEP services and/or accommodations and who have now achieved English language proficiency will need to be exited from LEP status. *page 3*

LEP Tool

LEP stands for Limited English Proficient. The ELP test is given to students with a current identification as Limited English Proficient (LEP) by a local school district. (See page 7.)

In the past LEP data was entered in a student's enrollment tab. AIM has recently introduced a new LEP tool which is accessed by choosing the Student Information tool and then choosing Program Participation.

After selecting a student, open the LEP tool. The first time the LEP tool is accessed a message may appear with a warning that the student's Home Primary Language must be added before LEP records can be added.

If this message appears, access the student's demographics tab (located under Census and People), select a Home Primary Language and a Language of Impact, and Save.

If the warning message does not appear, proceed to the next step.

LEP Tab

Students who are LEP must have a Program Status of "LEP" and an Identified Date entered. LEP students determined to be proficient by the district should have a Program exit date entered and their Program Status should be set to "Exited LEP." Note: The other fields on this tab, such as Expected Exit Date, are not required but may be used if the district chooses.

When the Program Status is changed to "Exited LEP" a Program Exit Date can be entered. First and second year monitoring dates will appear below.

Note that a "Re-Enter" button also appears on the LEP tab once a student has been exited. By clicking this button a dialog box will appear which allows the student to be re-entered into LEP status.

When a student is re-entered into LEP status using the Re-enter button and dialog box, an LEP History box will be created at the bottom of the page showing all previous LEP activity.

LEP Services – Title III

Go to the LEP Services tab. Here you will see a listing of current LEP services for the selected student. To enter a new service, click on New.

In the LEP Services Detail box, enter a start date and select a service from the Name dropdown.

Title III may be indicated if the district is receiving a grant and the funds are targeted to the student's group (e.g. grade, school, etc.).

If the service you need to enter does not appear in the dropdown you will need to enter it in the LEP setup tool. (See page 6.)

Records Transfer

Information on how to transfer and accept LEP records will be added here.

Searching for LEP students

In order to find which students in the district have current LEP status, choose Ad Hoc Reporting and Filter Designer from the Index tab. Under State Published select the report named "student LEP – current." Running this report will provide a list of all current LEP students in the district.

This same report can also be accessed by clicking on the notification link in the Process Inbox which appears after first logging in to the AIM system.

For more information on creating Ad Hoc reports you can access the OPI guide to Ad Hoc reporting.
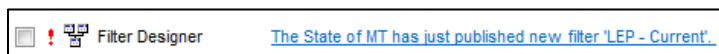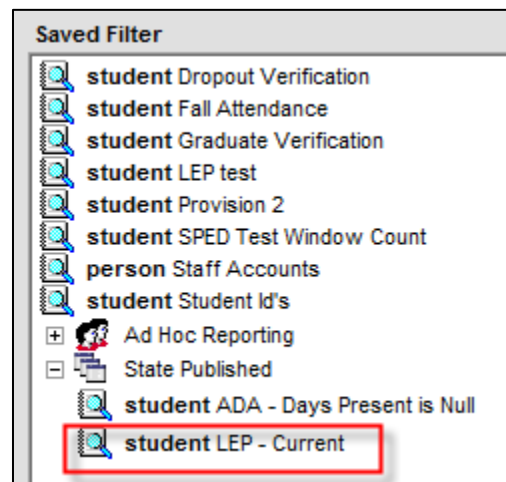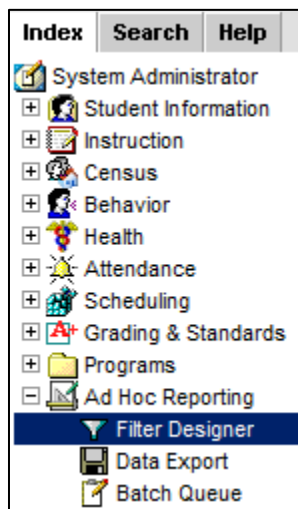
Further Information

For additional questions about the LEP program please contact Eric Meredith at 444-3642, emeredith@mt.gov or Lynn Hinch at 444-3482, lhinch@mt.gov.

For questions on ELL testing forms and procedures please contact Yvonne Field at 444-0748, yfield@mt.gov.

For information on how to identify LEP students please see the OPI criteria for identification of LEP.